

INSURV PREPARATION CHECKLIST

Upon notification that an inspection will be conducted by the Board of Inspection and Survey, it is recommended that an INSURV Coordinator be assigned, as soon as feasible, to act as the ship's point of contact concerning INSURV matters. The following information is provided to answer some of the more frequently asked questions, list the data the board requires from the ship, and provide some guidelines for conduct of the inspection. The INSURV Coordinator's counterpart on the INSURV Sub Board is an officer assigned as the Recorder for the inspection. The Recorder's name and contact information are provided in paragraph one of the INSURV letter. You should direct any general questions to the Recorder. Specific technical questions may be addressed to the Chief Inspectors.

DC/Habitability:	CAPT Roeske	462-7693 X 3037, ernest.roeske@navy.mil
Electrical:	CDR Swensen	462-7693 X 3018, keith.swensen@navy.mil
Propulsion/Reactor:	LCDR Walsh	462-7693 X 3017, walsh@insurv.nosc.mil
Auxiliaries:	LCDR Rechel	462-7693 X 3013, rechel@insurv.nosc.mil
Weps/Deck:	LCDR Young	462-7693 X 3019, young@insurv.nosc.mil
Nav/Ops/IS:	LCDR Knight	462-7693 X 3015, mark.knight@navy.mil
NavOSH/EP/Med:	CDR Horn	462-7578 X 3028, david.horn@navy.mil
	LT Davis	462-7578 X 3089, todd.davis1@navy.mil

You should receive the following messages approximately 45 days prior to the inspection:

Visit request: Lists the names and clearances of the chief inspectors.

Assist request: Lists the assistant inspectors the chief inspectors are requesting from various organizations (RMC, FTSC, NSWC, etc). You should also receive clearance messages from these organizations. It is important the Navigator ensures all the clearance messages are placed together in the topside clearance binder (or loaded in the handheld) and the topside watches know where they are for ease of access on the day of the inspection. Some of these personnel will be riding the ship for the underway portion of the exam. The messages will indicate who is riding.

Services request: This is the most important message of the three. It lists in detail what services and the organization responsible to provide services during the inspection. However, the ship needs to ensure the other organizations are ready to support. Items that are in this message include, racetrack, VLS platform, comms circuits, items required from PMT, CADET, and etc.

The following section is provided to make the inspection preparations and conduct smoother:

_____ Review INSURVINST 4730.2D. Distribute copies of each chapter to applicable depts.

_____ Review INSURV website, <http://www.spawar.navy.mil/fleet/insurv>, particularly the "Inspection Preparation" link for additional assistance.

_____ Contact the INSURV Recorder. Provide the information on the INSPECTION INFORMATION DATA Sheet and POINTS OF CONTACT List (last 2 pages of this enclosure). This info can also be sent via email or fax.

_____ Submit listing of recently completed inspections/assessments per enclosure (3) of the INSURV letter.

_____ Prepare a proposed Schedule of Events (SOE), using sample agenda in the instruction. Send the completed SOE to the INSURV Recorder NLT 30 days prior to the MI.

_____ Use PLAD "PRESINSURV NORFOLK VA//02/" for Naval Messages to the INSURV Sub Board.

In addition to the information required by INSURVINST 4730.2 (Series), the following information is required for the Board:

_____ A hardcopy of all active CASREPS (Initial CASREP only, updates not required), in the OP folder.

_____ Cannibalization List.

_____ CO's letter of concern - typical items include: equipment or systems degraded or inoperative, manning problems, any key issues regarding the ship's material condition.

_____ A copy of CO's Temporary Standing Orders (TSO) in the Senior Member and WP folders.

_____ A copy of Engineer's TSOs in the MP folder.

_____ A copy of the CO's Standing Order for going to PD in the Senior Member's folder.

_____ A copy of OSARs generated in the past year for any hatches or watertight doors in the Senior Member and WP folders.

_____ Arrange for **Four** parking spaces, (**Seven** for Norfolk inspections) reserved specifically for INSURV Chief inspectors. Your goal here is for us to be able to drive up to the pier, have the parking spaces labeled and empty, and still have our cars there (not towed) when we come back. We will also need the spaces during the open and inspect phase.

_____ Insure all clearance messages are available with the topside watch prior to arrival and after return to port.

_____ **CSMP:** 3MC provide an electronic copy of your CSMP items on a single floppy disk and pass to the NAVOPS Inspector at the start of the inspection. The disk should be generated just prior to the board's arrival. If required, contact the NAVOPS Inspector for download procedures.

_____ **SNAP ships:** Download a copy of all "Active Deferred Work Items" (sometimes called a reconciliation file or tapout file). The file is 80-column text format and looks like gibberish when viewed in a word processor (it has UIC the whole way down the left margin, etc.), but is exactly what our computers need.

_____ **OMMS-NG ships:** You should be able to give us CSMP items in the 80 Column text computer importable format as described for SNAP ships above.

_____ **Workspace:** SSN – wardroom; SSBN – crews lounge.

_____ **Support:** Provide (1) computer with printing capability, (1) box of formatted floppy disks, (6) blue folders, (6) 5x8 notebooks, (1) 8 plug approved for shipboard use power strip, (2) inspection mirrors, and (2) flashlights.

_____ **Meals:** We eat working meals in the wardroom on SSNs (CO welcome to join us) and we eat in the crews mess on SSBNs. Captain Roeske will eat in the wardroom on SSBNs.

_____ **Berthing:** For SSNs, we will sleep in the 9-man berthing area. Assign all 9-man berthing racks to the INSURV Team, the INSURV Recorder will determine rack assignments. CAPT Roeske will sleep either in the XO's stateroom or 9-man. For SSBNs, we will sleep in crews berthing, bunkroom #2, adjacent to the crews lounge. Assign all bunkroom #2 berthing racks to the INSURV Team, the INSURV Recorder will determine rack assignments. CAPT Roeske will sleep in either the XO's stateroom or bunkroom #2. Please provide a towel on each rider's rack.

_____ We do not recommend going port and starboard.

_____ We do not recommend leaving a lot of people in to help with tagouts and open/inspect preps, since we do more inspections at sea and a lot less in port. Generally we open up gear such as HPACs or APV-1 valves if we have a reason to suspect we will find a big problem. As another example, we usually don't ask to go into an impulse tank unless we see debris during waterslugs.

_____ Try not to schedule interfering evolutions (weapons load/offload, reactor accident drills, deployment debriefs) until after the final day.

_____ CAPT Roeske will want the ship's diving officer to brief him on rig for dive deficiencies prior to submerging, and will want to review the equilibrium polygon sometime during the inspection. Additionally, he will monitor PMS on all damage control equipment.

_____ We will turn in TLDs as we pull in, if you want. A couple of us will need to keep them for the next day (the MP/RX inspector for example). After we all turn in TLDs, we will need the exposures before we leave following the inspection outbrief.

_____ Plan to conduct the TLD brief immediately upon the board's arrival. Plan to use the mess decks for the in-brief after the TLD brief.

_____ Determine mess bill amount and time of collection. Many inspectors will not return to the ship after the underway day, so mess bill collection is exceptionally difficult if not completed by return to port.

_____ Provide the Recorder with a signed Submarine Underway Ride Time sheet.

_____ Plan for an outbrief with the Commodore, Ship's CO and Senior Member during the afternoon (~1500-1700) on the final day in the CO's stateroom. The INSURV Board members will debrief the Department Heads during the final day. This is best done one-on-one.

_____ We will provide a feedback form/disk. Please collect input during the inspection. The form/disk can be given to the senior member after the outbrief or can be mailed/faxed/mailed as desired.

The following are specific items from each of the chief inspectors.

DC and Habitability inspector, CAPT Roeske:

- The Damage Control Petty Officer (DCPO) must be off of the watchbill for the underway portion of the inspection. A second individual is recommended. This may be a divisional DCPO if available or we can use an off-going W/S. Scales for weighing CO2/AFFF extinguishers, PKP CO2 cartridges, and LIOH canisters must be available for the underway portion of the inspection. Scales required include: 0-60 LB (1 OZ graduations) for weighing CO2 and AFFF extinguishers (MRC R-24 and R-2), 0-65 OZ scale for PKP CO2 cartridge (MRC A-18R), and 0-25 LB for LIOH canisters (MRC 24M-2R). If the ship does not have them, make arrangements ahead of time to borrow calibrated scales. Note: INSURVINST 4730.2D says to use 0-10 lb scales for LIOH canisters. The proper scales per the MRC are 0-25 lbs.
- Make sure that a knowledgeable Petty Officer will be available to enter the escape trunk with the DC inspector at Test Depth. He must be able to efficiently place the sea pressure gauge on service and charge a Steinke hood (Non-SEIE)/test stole charging valves (SCV)(SEIE). For SEIE equipped boats, ensure you have either a training SEIE suit or the Hale-Hamilton test gage available to test the operation of the SCVs.
- Have the bunk pans in berthing inspected some time prior to the exam. Provide the Senior Member with a list of those requiring repair.
- Have Hatch Greasing MRC, (A-80/Q1 for SSN) or (A-80/Q-9 for SSBN) accomplished 3-4 days prior to inspection start.

Electrical inspector, CDR Swensen:

- I will provide a spreadsheet with equipment, controllers, power panels and switchboards I wish to inspect. I can email/fax this to you ahead of time if you desire.
- Most of the inspections underway are done using the guidance for electrical safety in NSTM chapter 300 for not to break the plane visual inspections.
- You must have a senior electrician off the watchbill to provide support along with the offgoing watch section.
- A rechargeable screwdriver/nut driver will save a lot of effort in loosening/tightening switchboard panel screws.
- We will do thermal imaging, so you will have to shift running equipment often.

Weapons and Deck inspector, LCDR Young:

- We will do several hours of sound monitoring. There is about 8 hours total; most can be combined with other events (for example, cav curve check can be done as you are increasing speed for something else). About two hours are required for dedicated TB-16 Los cuts. I want to see both sides, one speed (5 kts actual speed by log), and conduct HVMS at the standard machinery lineup at the same time (requires coordination with the ENG). We will also review all your external monitoring documentation and your noise ESL during the first day to establish what we expect to hear during the underway.
- Please have ready to inspect: MK V AIULP, Kapoks, and Steinke hoods/SEIE Suites along with man overboard gear and helo transfer gear, both of which should be already broken out of bag. I will inspect those items as soon as I can.
- Plan for 3-inch launcher interlock checks as soon as possible while still on the surface.
- Instrumented waterslugs and PVC flowrate checks will be done whenever you schedule them, either between now and INSURV start or the day we get back.
- Be ready for impulse tank entry on open and inspect day (work package, replacement gasket, gas free). We will decide during the underway whether we are going into one or both impulse tanks, that is too late to start to look for the gasket.

Main Propulsion and Reactor inspector, LCDR Walsh:

- Review NSTM chapter 231 for checking turbine bearing setpoints. We will perform this during the inspection and it goes a lot smoother if the ship is familiar with the guidance in the NSTM.
- The maximum power run starts at full and works up to flank while cycling the rudder. This is for checking bearing setpoints
- I will inspect the reduction gears and reactor compartment after return to port

Auxiliary inspector, LCDR Rechel:

- Check with E-division for Pressure Switch data they need for A division and air system (A and/or M-div) equipment.
- If the ship has fairwater planes linkages/cylinders in the bridge trunk. Access will be required during cycling near test depth.
- Coordinate with PMT to perform MRCs URO-16 and 7CCL. Should be completed within 30 days of inspection start. Document the as found conditions and have results available on first day of inspection.

NAV/OPS/IS inspector, LCDR Knight:

- Assign a senior and knowledgeable NAVOPS Rep to assist me and drive the inspection for the department.
- Ensure necessary communications circuit testing preparations (including SPECOMM preps for SSNs) are setup prior to the inspection. (Coordination with Squadron is required).
- Provide me a list of degraded or out of commission LAN equipment (with serial numbers) upon arrival.
- SSN: Conduct a BRD-7, Shroud Test by IMA/FTSC 30 days prior to the inspection. Have results on hand for my review.
- SSN: Conduct a Type-18, RF Gain Test by IMA 30 days prior to the inspection. Have results on hand for my review.
- SSN: Conduct Type-18, Yoke Bearing and Bumper Height Verification by IMA 30 days prior to the inspection. Have results on hand for my review.

- SSBN: Conduct Type 8, EW RF Test by IMA 30 days prior to the inspection. Have results on hand for my review.
- SSN/SSBN: Verify the IMA is ready to support landing the racetrack immediately upon return to port in order to start the sail inspection at 0800 the next day. Ensure the NAVSSES Antenna Representative and Sail Coordinator are available to accompany me during the sail inspection.
- PC: Verify Man Aloft Chits hung and mast ready for inspection on Day 1, immediately following the inbrief.

NAVOSH/EP/MED/SUPPLY Inspector, CDR Horn, LT Davis, or LT Carlson:

- First down load inspection check lists from INSURV webpage ("Insp. Preps" section).
- The following records should be available for the inspector upon arrival:
 - Collateral Duty List (note check against SSORM collateral duty list).
 - Baseline IH Survey and any follow-up surveys or testing.
 - File of Mishap Reports for last 5 years (or whatever is available)
 - File of Accident and Injury Reports
 - Hazard reports, zone inspection results, or log of safety hazards tracked to correction.
 - Safety Council minutes and mishap statistics
 - Training plan for new personnel showing safety topics and schedule for annual required NAVOSH and Environmental topics (such as electrical safety).
 - Personnel PQS/training:
 - Watchstation 303 – Heat Stress Monitor
 - Safety Officer
 - Afloat Environmental Protection Coordinator (AEPC)
 - Supply Officer training for Atmosphere Control/Hazardous Material
 - Supply personnel holding SNEC 9595 for HMC&M Technician (at least one)
 - Asbestos plan (required for asbestos gasket replacement) see OPNAVINST 5100.19 (series).
 - Ozone Depleting Substance (ODS) Maintenance Personnel EPA certification documentation.
 - List of all personnel in medical surveillance for Hearing, Asbestos, etc.
- The inspector will need to see the MDR, the Safety Officer, the Supply Officer, and the AEPC.
- Major items to review:
 - Inventory the cutting/welding kit with one of the nuclear welders.
 - Open and inspect all steam suits.
 - Inventory OTTO Fuel spill kits.
 - Gas Free Engineering equipment and all detector tubes.
 - SHIMS atmosphere control/HAZMAT program
 - Lockers where HAZMAT is stored. Lockers will need to be unlocked for inspection.
 - Oven/deep fat fryer temperatures, shut down switches/trip devices, AEPC system check (will require an A Division personnel for assistance). This area is usually conducted in the evening on the first day after supper cleanup.
 - Tag Out
- For questions and additional information please email one of the submarine NAVOSH inspectors or contact your TYCOM safety/industrial hygiene officer.

INSPECTION INFORMATION DATA

Ship	Name:
Hull Number	Hull:
Inspection Dates (dd-dd Mmm yy)	Dates:
INSURV Recorder (Rank First Last)	Name:
INSURV Recorder Email/Phone	Email / Phone:

SHIP DATA

COMMISSIONING DATE (dd Mmm yy)	Date:
Last Maintenance period (SRA, ERO, DMP, ERP)	Start Date: Stop Date: Type: Shipyard: Location:
Next maintenance period	Start Date: Stop Date: Type: Shipyard: Location:
LAST TARGET COMPLETED (dd Mmm yy) LAST CSRR COMPLETED (dd Mmm yy) (or upcoming if soon)	TARGET: CSRR:
LAST DEPLOYMENT COMPLETED (Mmm yy)	Start Date: Finish Date:

SHIP PERSONNEL/CONTACT DATA

COMMANDING OFFICER (Rank First MI Last)	Name:
COMMAND DATE (dd Mmm yy)	Command Date:
EXECUTIVE OFFICER (Rank First Last)	Name:
INSURV COORDINATOR (Rank First Last)	Name:
CO/XO PHONE	COMM: DSN:
WARDROOM PHONE	COMM: DSN:
CSS POC (Rank First Last) POSITION	CSS: POC: Position:
SSSU / RSO / RSG / NSSC POC (Rank First Last) POSITION	Org: POC: Position:
COMSUBGRU / COMPHIBGRU SUBGRU/PHIBGRU NAME (Rank First, MI Last)	Org: Name:
COMSUBBRON / COMPHIBBRON COMMODORE NAME (Rank First, MI Last)	Org: Name:
SUBBRON / BOATBRON --- MATERIAL ORG POC (Rank First Last)	Org: POC: COMM: DSN: FAX: Email:

WORK CENTER POINTS OF CONTACT LIST

(If Work Center is not applicable, leave blank)

WORK CENTER	FIRST CONTACT NAME	FIRST CONTACT RATE	SECOND CONTACT NAME
DV01			
EA01			
EDC1			
EE01			
EE03			
EM01			
FCA1			
MH01			
NE01			
OC01			
OC02			
RC01			
RL01			
SS02			
WC01			
WF01			
WF02			
WI01			
WK01			
WM01			
WQ01			
XX00			
XX01			
XX02			
XX03			
XXIS			